

VETS

《职场实用英语交际教程》（初级）

教学设计

## Unit 5

# Make a Business Trip Itinerary

广东省外语艺术职业学院/赵继荣/ 2021年8月



Unit 1  
Announce a  
team building  
event  
P1

Unit 2  
Write a hotel  
reservation  
email  
P17

事务安排

Unit 3  
Write a quick  
operation guide  
P31

Unit 4  
Reply to  
technical  
enquiries  
P45

Unit 5  
Make a  
business trip  
itinerary  
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客户服务

Unit 7  
Write a market  
research report  
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Introduce a  
new product  
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Reply to  
customer  
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Unit 10  
Write an order  
confirmation  
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P131

商品交易

产品研发  
与操作

业务推广

五大工作领域

十个工作任务



- 
01. 单元学习目标
  02. 单元结构与内容
  03. 单元总体教学设计
  04. 第3课时教学实施建议

# 01

## 单元学习目标

### Learning Objectives

#### Unit 5

Make a business trip itinerary



英语技能

note down specific information about a business trip, including dates, places and events

获取信息



职场素养

list two to three key points you need to consider when making a business trip itinerary

发展策略



职场交际

make a business trip itinerary

完成任务

## 02

## 单元结构与内容



## 02

## 单元结构与内容

## Scenario

C&W Publications is a publishing house. In July, it is going to launch a new book called *The Art of Gardens in Beijing*. George Payne, the writer, has been invited to give a speech at the book launch. Michael Jones, the senior editor, has asked Li Yue, a new assistant, to make an itinerary for Professor Payne's visit to Beijing.

## Set the task

## Prepare for the task

## Develop the strategies

## Fulfill the task

## To extend

## 任务设置

- **Listening:** a Conversation between Michael and Li Yue
- **Task:** to make an itinerary

## 信息输入

- **Reading:** an invitation email to George Payne and the reply
- **Listening:** a Conversation between Michael and Li Yue
- **Detailed information**

## 发展策略

- **Reading:** 2 samples of itinerary that Li Yue has searched on the internet
- **Structure**
- **Expressions**

## 任务达成

- **Overview**
- **Make an itinerary**
- **Comments & Revision**

## 文化拓展

- The Forbidden City



### 03

## 单元教学设计



情景教学

任务驱动

案例教学

小组讨论

## 03

## 单元教学设计 (1-2课时)

Scenario

Set the task

任务设置

Prepare for the task

信息输入

1-2课时

## 教学目标

1. 了解**职业场景和角色安排**；
2. 从上级的口头工作安排中**获取角色任务信息**，明确产出任务；
3. 从与客户往来的邀请函和工作通话中**获得客户行程的详细信息和客户需求**；
4. 了解编制日程表需要做的准备工作。

## 教学内容

1. 导入职业场景，代入角色Li Yue。
2. 从邀请函及回复、工作通话中获取客户行程信息。

## 教学重点

从与客户往来的英文信函和通话中获取和记录日程信息。

## 教学难点

组织、整理编制日程表所需信息。



## 03

## 单元教学设计（1-2课时）

Scenario

Set the task  
任务设置Prepare for the task  
信息输入

教学步骤

1-2课时

获取信息：搭好“内容”脚手架

课后任务

课堂评价

教师活动

学生活动（小组）

建议时间

## 03 单元教学设计 (3-4课时)



Develop the strategies

发展策略

Fulfill the task

任务达成

3-4课时



### 教学目标

1. 认识日程表的结构并能选择合适的日程表模板；
2. 了解日程表的英语语用特征，会使用简洁的动词和名词短语进行内容撰写；
3. 整合信息，编制日程表。

### 教学内容

1. 日程表的结构和语言特征；
2. 编制日程表。
3. 评价、修改、完善日程表。

### 教学重点

选择适合的日程表模板，掌握日程表常用表达和语言特点。

### 教学难点

用简洁的英语来编制日程表。

## 03

## 单元教学设计 (3-4课时)

发展策略：搭好“结构”脚手架

Develop the strategies

发展策略

Fulfill the task

任务达成

教学步骤

3-4课时

课后任务

课堂评价

教师活动

学生活动 (小组)

建议时间

课堂评价以学生产出的日程表及其汇报为主，小组互评和教师评价各占50%。

### 03 单元教学设计（课后拓展）

#### Scenario



#### To extend

When making the itinerary, Li Yue has known that Professor Payne wants to visit the Forbidden City again. To better accompany him during his visit, Li Yue searched for more information about the Forbidden City. Read the following text and learn some fun facts about it.

#### Interesting facts about the Forbidden City

##### Animal figures along the roof ridges

A row of animal figures is placed on the four ridges of the Forbidden City's palace. In Chinese culture, it is believed that these figures can help to drive monsters away. The animal figures are usually in odd numbers, going up to nine. The bigger the number, the higher the ranking of the palace. However, there are six animal figures on each of the roof ridges of the Hall of Supreme Harmony.



#### 课后拓展

【灵活处理】根据具体教学计划和进度，融入课程思政，进行文化拓展学习，如：

“配合教师下发微课，自主拓展To Extend部分的内容，体会中华传统建筑的恢宏精美、中国古代劳动人民的创造力与智慧。”

“选择你所在城市的一处名胜古迹，以视频/PPT讲解...等形式与同学分享你的发现，……”

### 03

## 单元教学设计



## 04

## 课堂教学实施建议（第三课时）

## Scenario

Set the task

任务设置

Prepare for the task

信息输入

Develop the strategies

发展策略

Fulfill the task

任务达成

To extend

文化拓展

情景教学

任务驱动

翻转教学

小组讨论

发展策略：搭好“结构”脚手架

Enabling

教学步骤

Develop the strategies

Fulfill the task

3-4课时

课后任务

| 教师活动                                                                                   | 学生活动（小组）                                                      | 建设时间 |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------|------|
| 开展词汇小测，检测学生课后学习 Language in focus 的成果。                                                 | 完成词汇小测试。                                                      | 5分钟  |
| 1. 导入原文情景，引导学生代入角色，回顾上周成果，提出新问题；<br>2. 安排学生阅读两份日程表 sample，借助学生解决文化和语言难题，拓展 Career Tip。 | 1. 跟随教师明确场景和角色，回顾已完成任务；<br>2. 精读 sample；<br>3. 拓展 Career Tip。 | 10分钟 |
| 带领学生讨论，分析两份 sample 的异同，选出适合的日程表模板。                                                     | 小组讨论两份日程表 sample。                                             | 5分钟  |
| 请学生汇报讨论结果，确定日程表模板；<br>提示学生关注两份 sample 的语言表达特征。                                         | 小组选出适合模板，汇报讨论结果。                                              | 10分钟 |
| 带领学生回顾1-2课时获取的信息，结合本课时所学日程表结构和语言风格，安排学生撰写日程表，随时协助学生解决问题。                               | 小组合作，撰写日程表。                                                   | 10分钟 |



04

课堂实施建议 (第三课时)

Unit 5

# Make a Business Trip Itinerary



### 课时3

## A Pop Quiz



### 10 questions Language in focus

Unit 5(1)



未开始

A Pop Quiz

共 10 道题目 | 共 0 人作答 | 2021-05-14 | 5 经验

### 词汇与语法处理：

学生课后完成练习，自主学习、巩固；  
教师课堂内外督促、检查，查缺补漏。  
(教材、配套实训手册、实训平台、题库.....)

### 1-2课时

#### 课后任务

1. 未进行讨论汇报的小组将汇报视频上传至指定平台，小组相互评论打分；
2. 完成3部分Language in focus，小组核对答案、收集难题、易错题，巩固学习。

### 3-4课时

#### 课后任务

1. 未进行讨论汇报的小组继续修改日程表，并将日程表及汇报视频上交至指定平台，小组互评，选出最佳；
2. 查看课堂词汇小测试结果，订正、巩固。
3. 配合教师下发微课，自主拓展To Extend部分的内容。

### 课时3

## The task

### Scenario

C&W Publications is a publishing house. In July, it is going to launch a new book called *The Art of Gaozu* in Beijing. George Payne, the writer, has been invited to give a speech at the book launch. Michael Jones, the senior editor, has asked Li Yue, a new assistant, to make an itinerary for Professor Payne's visit to Beijing.



- Li Yue



- Make a business trip itinerary

### 任务导入

设计活动，回顾成果，明确任务



### 课时3

## The task

### Li Yue's Report

What's the task?

What preparations you've made?

what's the next step?



### 任务导入

设计活动，回顾成果，明确任务

有场景

有角色

有内容辅助

90秒准备

60秒口头展示

Good morning. I'm Li Yue. Yesterday, Michael asked me to.....  
for ..... He told me the Professor will..... at the book launch. I read the  
emails and I got to know that .....  
I've also done some research and talked about some details with Michael.  
Next, I'm going to make the itinerary. Good luck to me. Thank you.

### 搭好“内容”脚手架

带领学生回顾第一个讨论问题，并追加问题，如：What information should be included in the itinerary? 引导学生讨论、总结、汇报。

二次小组讨论；在初次讨论的结果基础上，根据Li Yue获得的具体信息，补充、完善，列出编制这份日程表可能需要用到的详细信息。

15分钟

3分钟准备

3分钟展示



### 课时3

## A lot of information, and a NEW CHALLENGE

2 Emails



an invitation email to  
George Payne and the  
reply

Information



Make a business trip itinerary



a Conversation between  
Michael and Li Yue

1 Phone call



Information



任务导入

回顾成果，明确任务，提出新问题

How ?





### 课时3

## Samples found on the internet



Page 75

### Sample 1

#### Itinerary of a business trip to Xi'an, China

| Date | Time | Event | Detail |
|------|------|-------|--------|
|------|------|-------|--------|

#### 探索策略

提供模板，协助阅读。

带问题/任务阅读。

### Sample 2

#### Itinerary to Chicago, US

##### Notes

- ① All times are local times.
- ② Accommodation at Loews Hotel  
Address: 455 North Park Drive, Chicago, Illinois, 60611 Phone: 312-xxx-6600
- ③ Please bring both business formal and business casual.

| Time | Activity |
|------|----------|
|------|----------|



### 课时3

## Questions AGAIN!! ( A discussion)

- (1) What are the similarities and differences between the two samples?
- (2) Which sample is better for Li Yue? And why?



#### 探索策略

提供模板，引导讨论

协助解决语言和文化问题

( Career Tip , Intercultural Tip... )

| Date                    | Time        | Event                                                              | Detail                                                             |
|-------------------------|-------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| 27th March<br>Sunday    | 23:30       | Arrival at Xi'an Xianyang International Airport;<br>Hotel check-in | TR2968<br>18:05 (Singapore) — 23:30 (Xi'an)<br>Pick-up by Tian Zhu |
| 28th March<br>Monday    | 14:00—16:00 | Meeting with Mr Tang, vice-president                               | No. 2 Meeting Room                                                 |
|                         | 18:00—20:00 | Dinner with business partners                                      | East Dining Hall                                                   |
| 29th March<br>Tuesday   | 9:00—11:00  | Visit to Shaanxi History Museum                                    | Transfer by car                                                    |
|                         | 14:30—16:00 | Visit to the City Wall                                             |                                                                    |
| 30th March<br>Wednesday | 5:00        | Hotel check-out;<br>Departure to Singapore Changi Airport          | TR2969<br>7:45 (Xi'an) — 13:40 (Singapore)<br>Drop-off by Tian Zhu |

## 课时3

## Questions AGAIN!!

- (1) What are the **similarities** and differences between the two samples?
- (2) Which sample is better for Li Yue? And why?

### Similarities

- in a form
- date, time and event
- Notes
- simple expressions

#### Sample 1

##### Itinerary of a business trip to Xi'an, China

| Date                    | Time                       | Event                                                                 | Detail                                                             |
|-------------------------|----------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------|
| 27th March<br>Sunday    | 23:30                      | Arrival at Xi'an Xianyang International Airport;<br>Hotel check-in    | TR2968<br>18:05 (Singapore) → 23:30 (Xi'an)<br>Pick-up by Tian Zhu |
| 28th March<br>Monday    | 14:00—16:00<br>18:00—20:00 | Meeting with Mr Tang, vice-president<br>Dinner with business partners | No. 2 Meeting Room<br>East Dining Hall                             |
| 29th March<br>Tuesday   | 9:00—11:00<br>14:30—16:00  | Visit to Shaanxi History Museum<br>Visit to the City Wall             | Transfer by car                                                    |
| 30th March<br>Wednesday | 5:00                       | Hotel check-out;<br>Departure to Singapore Changi Airport             | TR2969<br>7:45 (Xi'an) → 13:40 (Singapore)<br>Drop-off by Tian Zhu |

#### Notes

- ① Accommodation  
Kaiyue Hotel  
Address: 988 Qujiangchi East Road, Yanta District,  
Xi'an, Shaanxi Province  
Phone: +86 29 68xxxx34
- ② Contact with A&M Company  
Tian Zhu  
Mobile: +86 150xxxx2688  
Email: zt@cae.cn.com

### 探索策略

#### 倾听汇报、总结提炼、补充提示

Please bring both business formal and business casual.

| Time                               | Activity                                                                      |
|------------------------------------|-------------------------------------------------------------------------------|
| <b>Day 1 10th August Tuesday</b>   |                                                                               |
| 11:15 am                           | Arrive at O'Hare International Airport, Chicago<br>UA890 12:15 → 12:15        |
| 1:00 pm                            | Check in at Loews Hotel                                                       |
| <b>Day 2 11th August Wednesday</b> |                                                                               |
| 9:00 am—5:00 pm                    | Attend the art exhibition at the Art Institute of Chicago                     |
| 7:30 pm (TBD)                      | Visit Chicago Theatre                                                         |
| <b>Day 3 12th August Thursday</b>  |                                                                               |
| 10:00 am                           | Visit the University of Chicago                                               |
| 3:00 pm                            | Take a walk at Lincoln Park                                                   |
| 8:00 pm                            | Visit Willis Tower                                                            |
| <b>Day 4 13th August Friday</b>    |                                                                               |
| 9:30 am                            | Check out of Loews Hotel                                                      |
| 12:50 pm                           | Depart from O'Hare International Airport, Chicago<br>UA891 12:50 → 18:28 (+1) |

# 课时3

## Questions AGAIN!! ( A discussion)

### Sample 1

#### Itinerary of a business trip to Xi'an, China

| Date                    | Time          | Event                                                              | Detail                                                             |
|-------------------------|---------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| 27th March<br>Sunday    | 23:30         | Arrival at Xi'an Xianyang International Airport;<br>Hotel check-in | TR2968<br>18:05 (Singapore) — 23:30 (Xi'an)<br>Pick-up by Tian Zhu |
| 28th March<br>Monday    | 14:00 — 16:00 | Meeting with Mr Tang, vice-president                               | No. 2 Meeting Room                                                 |
|                         | 18:00 — 20:00 | Dinner with business partners                                      | East Dining Hall                                                   |
| 29th March<br>Tuesday   | 9:00 — 11:00  | Visit to Shaanxi History Museum                                    | Transfer by car                                                    |
|                         | 14:30 — 16:00 | Visit to the City Wall                                             |                                                                    |
| 30th March<br>Wednesday | 5:00          | Hotel check-out;<br>Departure to Singapore Changi Airport          | TR2969<br>7:45 (Xi'an) — 13:40 (Singapore)<br>Drop-off by Tian Zhu |

#### Notes

- ① Accommodation  
Kaiyue Hotel  
Address: 988 Qujiangchi East Road, Yanta District,  
Xi'an, Shaanxi Province  
Phone: +86 29 68xxxx34
- ② Contact with A&M Company  
Tian Zhu  
Mobile: +86 150xxxx2688  
Email: zt@cae.cn.com

### Sample 2

#### Itinerary to Chicago, US

#### Notes

- ① All times are local times.
- ② Accommodation at Loews Hotel  
Address: 455 North Park Drive, Chicago, Illinois, 60611 Phone: 312-xxx-6600
- ③ Please bring both business formal and business casual.

| Time                        | Activity                                                                      |
|-----------------------------|-------------------------------------------------------------------------------|
| Day 1 10th August Tuesday   |                                                                               |
| 11:15 am                    | Arrive at O'Hare International Airport, Chicago<br>UA860 12:15 — 12:16        |
| 1:00 pm                     | Check in at Loews Hotel                                                       |
| Day 2 11th August Wednesday |                                                                               |
| 9:00 am — 5:00 pm           | Attend the art exhibition at the Art Institute of Chicago                     |
| 7:30 pm (TBD)               | Visit Chicago Theatre                                                         |
| Day 3 12th August Thursday  |                                                                               |
| 10:00 am                    | Visit the University of Chicago                                               |
| 3:00 pm                     | Take a walk at Lincoln Park                                                   |
| 11:00 pm                    | Visit Willis Tower                                                            |
| Day 4 13th August Friday    |                                                                               |
| 9:30 am                     | Check out of Loews Hotel                                                      |
| 12:50 pm                    | Depart from O'Hare International Airport, Chicago<br>UA861 12:50 — 15:20 (+1) |

### 课时3

## Questions AGAIN!!

- (1) What are the similarities and **differences** between
- (2) Which sample is better for Li Yue? And why?

#### 探索策略

倾听汇报、总结提炼、补充提示



#### Sample 1

- a business trip
- 4 columns; details
- a tight schedule

#### Sample2

- ← an ordinary trip
- ← 2 columns
- ← a relaxing plan

### 课时3

## Strategies - STRUCTURE

(1) What are the similarities and differences between

(2) Which sample is better for Li Yue? And why?

探索策略

选定模板，确定结构

Sample 1

Itinerary of a business trip to Xi'an, China

| Date | Time | Event | Detail |
|------|------|-------|--------|
|------|------|-------|--------|

→ a business trip

→ specific details

→ a tight schedule

→ clear

→ considerate

→ concise





### 课时3

## Strategies - EXPRESSIONS



### Useful expressions of an itinerary

Find out the English expressions for the following Chinese expressions from Sample 1 and Sample 2.

|          | Sample 1        | Sample 2    |
|----------|-----------------|-------------|
| (1) 抵达   | Arrival at      | Arrive at   |
| (2) 办理入住 | Hotel check-in  | Check in    |
| (3) 参观   | Visit to        | Visit       |
| (4) 酒店结账 | Hotel check-out | Check out   |
| (5) 离开   | Departure to    | Depart from |



Noun phrase

Phrasal Verb



#### 探索策略

选定模板，确定结构

语言风格/特征，常用表达

名词短语

简洁明了

动词短语



### 课时3

## Is everything ready?

获取信息：搭好“内容”脚手架

Information (What)

2 Emails



发展策略：搭好“结构”脚手架

Structure (How)

2 Samples



Make a business trip itinerary



1 Phone call



Information (What)

2 Samples



Expressions (How)



### 课时3

## Let's work on the itinerary.

### Tips:

1. Your handwriting: keep it neat and clear enough to read;
2. Always look back on the detailed information and strategies;
3. Questions & discussions are welcome.



Page 78

完成任务，产出日程表

强调职业素养

### Professor Payne's Business Trip Itinerary

## Scenario

C&W Publications is a publishing house. In July, it is going to launch a new book called *The Art of Gardens* in Beijing. George Payne, the writer, has been invited to give a speech at the book launch. Michael Jones, the senior editor, has asked Li Yue, a new assistant, to make an itinerary for Professor Payne's visit to Beijing.

Set the task

任务导入

Prepare for the task

输入信息

Develop the strategies

发展策略

Fulfill the task

完成任务：书面产出

To extend

文化拓展

搭建脚手架

Motivating

Enabling

Assessing



Version 1.0

- 01. 单元学习目标
- 02. 单元结构与内容
- 03. 单元教学设计
- 04. 第3课时教学实施建议

The best  
is yet  
to come.

Thank You.





### 课时3

## A Pop Quiz



### 10 questions Language in focus

Unit 5(1)



未开始

A Pop Quiz

共 10 道题目 | 共 0 人作答 | 2021-05-14 | 5 经验



### 词汇、结构与语法处理：

学生课后完成练习，自主学习、巩固。  
教师课堂内外督促、检查，查缺补漏。

(教材、配套练习、题库.....)

### 1-2课时

#### 课后任务

1. 未进行讨论汇报的小组将汇报视频上传至指定平台，小组相互评论打分；
2. 完成3部分Language in focus，小组核对答案、收集难题、易错题，巩固学习。

### 3-4课时

#### 课后任务

1. 未进行讨论汇报的小组继续修改日程表，并将日程表及汇报视频上交至指定平台，小组互评，选出最佳；
2. 查看课堂词汇小测试结果，订正、巩固。
3. 配合教师下发微课，自主拓展To Extend部分的内容。

| 教学步骤 |                                                                                        | 教师活动                                                                                                              | 学生活动（小组）                                                       | 建议时间 |
|------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------|
|      | Motivating                                                                             | 导入职场情景，引导学生代入角色Li Yue、讨论任务信息：Imagine you are Li Yue, what preparations will you make before making the itinerary? | 1. 跟随教师明确场景和角色；<br>2. 听对话，获取任务信息；小组讨论，记录讨论结果。                  | 15分钟 |
|      | Enabling                                                                               | 安排学生阅读公司发给客户的邀请函及回复，协助学生在阅读中遇到的语言问题。                                                                              | 阅读邀请函及回复，获得客户日程的详细信息和需求。                                       | 25分钟 |
|      |                                                                                        | 安排学生听Li Yue与公司上级的对话，协助学生拓展Intercultural Tip与Career Tip。                                                           | 听对话，进一步获得客户行程的详细信息和需求；拓展Intercultural Tip与Career Tip           | 20分钟 |
|      |                                                                                        | 带领学生回到第一个讨论问题，引导学生讨论、总结、汇报。                                                                                       | 二次小组讨论；在初次讨论的结果基础上，根据Li Yue获得的具体信息，补充、完善，列出编制这份日程表可能需要用到的详细信息。 | 15分钟 |
|      |                                                                                        | 总结、答疑、布置课后任务                                                                                                      | 提问；记录课后任务                                                      | 5分钟  |
| 课后任务 | 1. 未进行讨论汇报的小组将汇报视频上传至指定平台，小组相互评论打分；<br>2. 完成3部分Language in focus，小组核对答案、收集难题、易错题，巩固学习。 |                                                                                                                   |                                                                |      |
| 课堂评价 | 课堂评价以学生产出（口头汇报）为主，由小组互评（50%）和教师评价（50%）组成。                                              |                                                                                                                   |                                                                |      |

| 教学步骤 | 教师活动                                                                                                |                                                                                      | 学生活动（小组）                                                    | 建议时间 |
|------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------|------|
|      | Enabling                                                                                            | 开展词汇小测，检测学生课后学习Language in focus的成果。                                                 | 完成词汇小测试。                                                    | 5分钟  |
|      |                                                                                                     | 1. 导入职场情景，引导学生代入角色，回顾上周成果，提出新问题；<br>2. 安排学生阅读两份日程表sample，协助学生解决文化和语言疑难，拓展Career Tip。 | 1. 跟随教师明确场景和角色、回顾已完成任务；<br>2. 精读sample。<br>3. 拓展Career Tip。 | 10分钟 |
|      |                                                                                                     | 带领学生讨论、分析两份sample的异同，选出适合的日程表模板。                                                     | 小组讨论两份日程表sample。                                            | 5分钟  |
|      |                                                                                                     | 倾听学生汇报讨论结果，确定日程表模板；提示学生关注两份sample的语言表达特征。                                            | 小组选出适合模板，汇报讨论结果。                                            | 10分钟 |
|      |                                                                                                     | 带领学生回顾1-2课时获取的信息、结合本课时所学日程表结构和语言风格，安排学生撰写日程表，随时协助学生解决问题。                             | 小组合作，撰写日程表。                                                 | 10分钟 |
|      | Assessing                                                                                           | 引导学生根据问题清单检查、修改、完善撰写的日程表。                                                            | 根据问题清单检查、修改日程表。                                             | 10分钟 |
|      |                                                                                                     | 介绍汇报要求和标准；选择2-3个小组进行汇报，倾听各小组汇报，评价小组完成的日程表。                                           | 1. 小组展示汇报；2. 其他学生观看展示，评价、反馈。                                | 20分钟 |
|      |                                                                                                     | 总结、答疑；导入拓展学习任务                                                                       | 提问；记录课后任务                                                   | 10分钟 |
| 课后任务 | 1. 未进行讨论汇报的小组继续修改日程表，并将日程表及汇报视频上交至指定平台，小组互评，选出最佳；2. 查看课堂小测试结果，订正、巩固。3. 配合教师下发微课，自主拓展To Extend部分的内容。 |                                                                                      |                                                             |      |
| 课堂评价 | 课堂评价以学生产出的日程表及其汇报为主，小组互评和教师评价各占50%。                                                                 |                                                                                      |                                                             |      |